

# DCF Academy for Family and Workforce Knowledge and Development

## Worker Support and Secondary Trauma

11-6-7

<b>Policy</b>	<p>The Department of Children and Families shall operate a Worker Support and Wellness Community of Practice and maintain local Worker Support Teams in all Area Offices, Facilities, Regions and at Careline and Central Office to address issues related to the psychological effects of employee exposure to trauma and violence, and to promote activities to support the health and wellness of all employees.</p> <p>For more details, see "Best Practice Guidelines for Worker Support and Secondary Trauma."</p>
<b>Statewide Worker Support and Wellness Community of Practice</b>	<p>The Statewide Worker Support and Wellness Community of Practice shall meet quarterly. The Co-Directors of the DCF Academy for Family and Workforce Knowledge and Development shall facilitate Community of Practice meetings with one Area Office manager. Area Office, Facility and Careline management shall select representatives.</p>
<b>Local Worker Support and Wellness Teams</b>	<p>The local Worker Support and Wellness Teams shall coordinate their work with Area Office, Facility management and Threat Assessment Teams. Worker safety and support shall be of the highest priority. Worker Support teams shall also focus on a range of proactive health and wellness activities designed to enhance workplace morale and healthy coping with job-related stress.</p>
<b>Participation in Health and Wellness Activities</b>	<p>Employees may participate in health and wellness activities only during breaks, meal periods or outside of regular working hours.</p> <p>Health and wellness activities that require a leader or a teacher shall be procured through a vendor authorized by the DCF Academy for Family and Workforce Knowledge and Development.</p>

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#### **Response to Traumatic or Dangerous Events**

When a DCF employee is directly or indirectly exposed to a traumatic or dangerous event, the employee's supervisor and manager shall:

- assure immediate medical attention to the employee or transportation to an appropriate facility;
- provide emotional support for the employee and other staff directly or indirectly impacted;
- coordinate responses with supervisors and local leadership, and may include senior staff from Central Office and other relevant support staff and resources such as the Employee Assistance Program, Human Resources, or qualified professionals; and
- facilitate appropriate transitions back to work with support and guidance from supervisors, local leadership, and may include senior Central Office staff, the Employee Assistance Program, Human Resources or qualified professionals.